



EXECUTIVE COMMITTEE

Tuesday, April 18, 2017

11:00 A.M. – 12:00 P.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

DRAFT MINUTES

An Executive Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Tuesday, April 18, 2017 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Prior notice was duly given. Present and absent were the following members of the ADDPC:

Members Present

John Black, Chairperson
Melissa Van Hook, Vice-Chair
Andrew Robinson, Telephone

Ray Morris
Monica Cooper, Telephone

Members Absent

Larry Wanger

Staff/Guests	Guests
---------------------	---------------

Erica McFadden, Executive Director
Lani St. Cyr, Staff
Marcy Crane, Staff
Michael Leyva, Staff
Sarah Ruf, Staff

A. Call to Order

Chairperson John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Standing Committee meeting. The meeting was called to order at 11:02a.m. Roll call and participant introductions were completed.

B. Approval of Meeting Minutes

The minutes from the February 17, 2017 Executive Committee meeting were reviewed.

- A motion was made by to approve the February 17, 2017 Executive Committee Meeting Minutes by Monica Cooper.
- The motion was seconded by Melissa Van Hook.
- The motion carried.

C. Review By-Law Changes

The Executive Director reviewed the changes to the by-laws and the Council discussed:

- Removing all previous committee descriptions with the exception of Executive, which will allow the Council the ability to change the committee structure without having to revise the by-laws;
- Changing Personnel issues under Executive Committee to human resource issues involving the Executive Director;
- Review and “recommend to the Full Council for” was added to approval of Requests for Grant Applications, ISAs, and other funding requests;
- Language was added to give Executive Committee discretion to make necessary decisions when Full Council could not meet on a timely basis;
- Language was clarified to say at least two members of the Executive Committee have to be self-advocates. This was changed from only self-advocates filling the at-large member positions;
- Quorum was clarified to one more than half of the filled voting member positions of the full council. It no longer counts vacancies;
- Language was removed stating that Council members are entitled to stipends. Reimbursement language remains.

A motion was made by to approve the By-laws by Melissa Van Hook; seconded by Monica Cooper; the motion was unanimously approved.

D. Review Committee Changes

There was significant discussion regarding formation of committees to Executive, Public Policy, Employment Ad Hoc, Marketing, and Grant & Contracts. The committee reviewed the descriptions of each committee and discussed the purpose of each and why they were necessary. They were based upon feedback of Council members and staff at the annual retreat in March. The committee members would like to review the committees more closely and submit any changes by May 1, so staff has time to make revisions, and there is time for the Executive Committee to meet again before the next Full Council meeting. The goal is to have committees ready to present and ready for sign ups at Full Council. In the discussion, there was confusion over what constituted an ad hoc versus a standing committee.

The motion was made by Ray Morris to remove the word “Standing” from all committees in the by-laws, but leave ad-hoc in place to reduce confusion. The motion was seconded by Melissa Van Hook. The motion was unanimously carried.

E. Call to the Public

No members of the public were present.

John Black called for a motion to adjourn the meeting. A motion was made by Monica Cooper to adjourn; seconded by Ray Morris. The meeting adjourned at 11:45 A.M.